

POSITION DESCRIPTION: PROTOCOL ASSISTANT

This document lists the major duties and responsibilities of the Protocol Assistant.

MAJOR DUTIES AND RESPONSIBILITIES

1. PROTOCOL DUTIES

Plans and manages protocol aspects of official events hosted by the Ambassador, the Deputy Chief of Mission, or other Embassy Officers, which includes but not limited to:

- Prepares guest lists and invitations for events, ensures that they are properly delivered, and verifies acceptances/regrets.
- Coordinates events with Ambassador's residential staff.
- For formal lunches and dinners, produces seating charts, place cards, and table arrangements, which includes center pieces.
- Meets and greets guests at official events and monitors events to ensure it follows proper protocol.
- Responsible for maintaining Embassy's contact database.
- In coordination with Embassy officials, develops and maintains contact lists and guest lists for receptions, lunches, dinners, and other representational activities. Ensures that the data is accurate.
- Participate in meetings, conferences and social functions to aid on matters of protocol.
- Maintains and updates biographic profiles.
- Keeps a calendar of events of interest for Embassy personnel of special events in Iceland.
- Provides translations (Icelandic-English, English-Icelandic) of protocol-related materials.
- Receives Embassy visitors as directed.

2. OTHER DUTIES

- Takes on "special projects" as directed.
- Performs other duties as assigned.